

Extensions of Time

I. PURPOSE

The Division's rules contain a number of time limits for providers. Because it is not always possible to meet these deadlines, the rules also contain provisions to permit the extension of time limits, at V.P.N.M.I.R. §§1.10(c) and 3.3(c).

Generally, requests for extensions of time must be filed at the Division on the prescribed form before the due date. However, for extensions of time to file funding applications, the request form must be filed at least 15 days before the report is due. Requests for extensions of time will not be received or granted by telephone.

As a general rule, if a reason is given, initial requests for extensions of time will be liberally granted, as a matter of course, to the date requested by the provider. The Division does reserve the right to limit the extension to a reasonable period. **Providers should be warned, however, that subsequent requests for extensions of the same time limit will be regarded with disfavor and scrutinized very closely.**

II. INSTRUCTIONS

Request for Extension of Time Form 96-2.3F

This form should be used for all requests including extensions of time to file funding applications pursuant to V.P.N.M.I.R. §3.3(c).

In completing the form the provider should clearly state the matter for which an extension of time is requested (for instance, "*Request for Reconsideration of Funding application of Happy Street PNMI for the period 7/1/96 - 6/30/97*") and the action for which the time limit is imposed (for instance, "*file the Request for Reconsideration - Supporting Information by 4/29/96*").

Providers should note the provisions of V.P.N.M.I.R. §3.3(c)(2) which clearly state that *good cause* for a failure to make a timely filing does not include:

Extensions of Time (cont.)

(1) ignorance of the rule requiring the filing of funding applications on a schedule prescribed by the Director of the Division, (2) inconvenience, or (3) a funding application preparer engaged in other work.

The Division will complete the bottom section of the form, indicating the action taken and return a photocopy of the form to the provider's authorized representative.

Effective: January 31, 1996

s/ Ruth Rivers
Ruth Rivers
Director

Request for Extension of Time

Provider's Name:	The provider is required to take the following action:
Matter <small>(See instructions):</small>	
	by <small>(due date)</small> _____.